

EO 4496

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ORGANIZATION  
February 1955

ORGANIZATION AND FUNCTIONS  
OFFICE OF TRAINING

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1. MISSION

The Director of Training, as the representative of the Director of Central Intelligence and the Deputy Director (Support) on all matters related to training, is responsible for the coordination, technical supervision, review and support of all Agency training activities, foreign or domestic. He is further responsible for the development and direction of Agency training programs, and related activities as set forth below.

2. FUNCTIONS

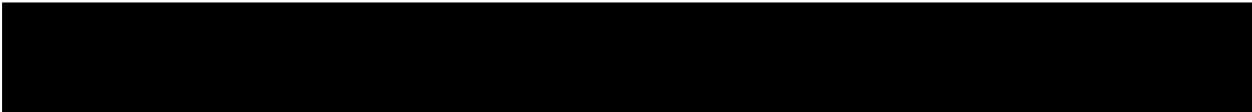
The Director of Training shall:

- a. Ascertain Agency training requirements and develop, review and coordinate plans, policies, standards and programs designed to meet such requirements.
- b. Develop and direct, within OTR installations, training programs related to:
  - (1) the skills and techniques required to carry out the specialized operational activities for which the Agency is responsible;
  - (2) the principles, objectives, and methods of producing national intelligence;
  - (3) the knowledge and understanding of the environment, peoples and languages of foreign areas, and other specialized subjects related to the intelligence, operational, administrative and support activities of the Agency;
  - (4) the executive, management and supervisory skills required to administer the Agency;

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- (5) the clerical and administrative skills required to support Agency activities;
- (6) the methods and techniques of instruction;
- (7) the indoctrination and orientation, through presentations of formal courses of instruction, of Agency and other authorized personnel, in the mission, functions, organization and procedures of the Central Intelligence Agency;
- (8) such skills and techniques other than those cited above as may be required to increase the capabilities of personnel to serve the Agency.

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- d. Establish the criteria for, and assist in determining the physical facilities, personnel strength, logistic support, and budgetary provisions needed to meet the requirements of Agency training programs.
  - e. Produce training publications of instructionally useful materials which convey and interpret the intelligence, operational, administrative and support doctrine of the Agency, and formulate dissemination policy governing the distribution of such training publications.
  - f. Provide for Agency participation in training programs at appropriate external training facilities, governmental and private in the United States and abroad, in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session) and such Agency policies governing their use as may be prescribed.
  - g. Be responsible for the coordination, technical supervision, review and technical support of all Agency training activities in headquarters or at United States and foreign field installations of the Agency not under his immediate jurisdiction, including: review and approval of the qualifications of personnel nominated and assigned to serve as instructors or training staff officers; review and approval of all training doctrine, methods of instruction, training materials, testing, evaluation and assessment procedures to be used; headquarters coordination in planning, developing, review and inspection of training projects, programs, installations and activities; and, headquarters advice, assistance and technical support to such training activities, including on-the-job training.
  - h. Provide psychological services to the Agency for operational and other purposes, including: the psychological assessment of individuals under consideration for specific duty assignments; the testing and evaluation of individual aptitudes and proficiencies, in training and other situations; and the development and application of psychological techniques and services for selection, training and operational purposes.

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- i. Direct a comprehensive program for the selection, professional training, and career preparation of Junior Officer Trainees (JOT's) in cooperation with appropriate components of the Agency.
- j. Submit periodic reports to the Director of Central Intelligence on the status of the Agency training effort.
- k. Establish the standards of performance to be met by Agency personnel in Agency training programs, and terminate the training of personnel for failure to meet prescribed standards of performance.
- l. Maintain in coordination with appropriate components of the Agency relationships with officials in Governmental and private institutions in the United States and abroad for the purpose of effective use of external training programs and for the purpose of strengthening and improving internal training programs and other related purposes.

### 3. ORGANIZATION

See organization chart, Figure 1.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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